

APPENDIX G

USPS GENERAL SUPPLY ITEMS

USPS general supply items shall be requisitioned on PS Form 7380 (figure G-1). Items shall be listed on the form by category, as shown **herein**, in numerical sequence within each category (see paragraph 111).

Requisitions shall be submitted (one copy only) to the Topeka MDC on an "as needed" basis.

The unit of issue designations reflected in figure G-1 are provided to assist in requisitioning. This information may not be reflected on PS Form 7380; however, personnel responsible for preparing requisitions shall note the unit of issue to prevent excessive ordering.

USPS ENVELOPES

<u>ENVELOPE NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
EP9	EA	50	Envelope, registry jackets, <b>printed registry</b> pouch bill envelope (4 inches by 6 inches).
EP11	EA	50	Envelope, printed, open-corner card, <b>fill-in</b> type return address ( <b>sulphite</b> ), combination registry bill container, outside <b>label</b> and routing directive (4 inches by 6 inches).
EP13A	EA		Envelope, Express Mail (10 inches by 14½ inches).
EP13B	EA		Envelope, Customer Return Receipt
EP13C	EA		Envelope, Express Mail (12 inches by 15½ inches).
EP14	EA		Envelope, Priority Mail (12 inches by 15½ inches).

<u>ENVELOPE NUMBER</u>	<u>UNIT ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
EP51	EA	50	Envelope, printed, open-corner card, fill-in return address, salphate (6 1/18 X 10 1/2)
EP104	EA		Envelope, printed, open-corner card, fill-in type return address ( <b>sulphite</b> ), for general usage (12 inches by 16 inches) (Postal Finance and Supply Office ( <b>PFSO</b> ) use only).
<b>EP189</b>	EA	50	Envelope, printed, open-corner card, fill-in type return address (white), for general usage (3 7/8 inches <b>by</b> 8 7/8 inches).
EP388	EA	25	Envelope, registry jackets, printed (6 inches by 11½ inches).
<b>EP390</b>	EA	25	Envelope, registry jackets, printed (8 inches 13½ inches).

US POSTAL SERVICE SUPPLY CENTER REQUISITION			
PRINT OR TYPE COMPLETE MAILING ADDRESS OF OFFICE PREPARING THIS REQUISITION  Costodian of Postal Effects FPO Seattle 98773-0006		This space for supply Center use only	
FINANCE NO 05-6786	FEDSHIP ADDRESS CODE 18W783	REQUISITION 6	PAGE NO 1 CAG A
STOCK NUMBER	QUANTITY	STOCK NUMBER	QUANTITY
EP9	300	033	50
EP390B	100	054A	1
17	300	0213	2
540	100	0385E	30
1286	10	07506	2
1625	250	POS 74	200
2966	10000	PUB2	200
2976	160	PUB19	200
3811	300	R50	10
2875	300	R233	6
6019	1000	R301	5
6055A	10		
LC	3		
LD	3		
LF	1		
N59	200		
N97	5		
08	500		
029C	5		
Send To: Topeka Material Distribution Center United States Postal Service Hwy 75 South at Montara Pkwy Topeka, KS 66624-9996 OR Somerville Material Distribution Center Somerville, NJ 08877-9996		SIGNATURE  TITLE COPE  DATE  FIS/COML TEL NO.	

Form 7380  
Apr. 1979

SUBMIT ORIGINAL ONLY

GPO : 1984 O - 436-025

Figure G-1. Sample Request For USPS Supply Items

### UNIT OF ISSUE DESIGNATIONS

The designations shown are used to denote the units of issue that will be used when determining the quantity of items to be requisitioned. The unit of issue designation, however, may not be reflected on PS Form 7380.

BA . . . . .Ball	EA . . . . .Each	
BD . . . . . Bundle	FT . . . . .Foot	RL . . . . .Reel
BE . . . . .Bale	GL . . . . . Gallon	RM . . . . .Ream
BK . . . . .Book	GR . . . . .Gross	RO . . . . .Roll
BT . . . . . Bottle	HD . . . . .Hundred	SE . . . . .Set
BX . . . . .BOX	JR . . . . .Jar	SH . . . . .Sheet
CE . . . . .Cone	LB . . . . .Pound	SL . . . . .Spool
CL . . . . .Coil	MT . . . . .Mat	SP . . . . .Strip
CN . . . . .Can	m . . . . .Thousand	SY . . . . .Square Yard
CO . . . . .Container	PD . . . . .Pad	TG . . . . .Tag
CT . . . . . Carton	PG . . . . .Package	TN . . . . .Ton
DR . . . . .Drum	PR . . . . .Pair	TU . . . . .Tube
DZ . . . . . Dozen	PT . . . . .Pint	YD . . . . .Yard
	QR . . . . .Quire	
	QT . . . . . Quart	

Figure G-1. Sample Unit of Issue Designation



<u>ENVELOPE NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
EP390B	EA	100	Envelope, printed, open-corner card fill-in type return address ( <b>sulphite</b> ), preaddressed to Military Money Order Section (8 inches by 12 inches).
EP408	EA		Envelope, window, printed, open-corner card, fill-in type return address (blue), for letter bills ( <b>IE0</b> ) (3 7/8 inches by 8 7/8 inches).
EP433	EA		Envelope, window, printed, open-corner card, fill-in type return address (white), for correspondence (3 7/8 inches by 8 7/8 inches).
EP875	EA	50	Envelope, printed, open-corner card, fill-in return address ( <b>sulphite</b> ), general usage (9½ inches by 12½ inches).
5 5 EP1865D	EA	100	--for returning PS Form 3579, "Undeliverable 2d, 3d, 4th, or Controlled Circulation Matter", to publishers (3 9/16 inches by 6 inches).
EP1865P	EA	50	--preaddressed to postmaster (3 9/16 inches by 6 inches).
<u>USPS FORMS</u>			
17	PD	4	Stamp Requisition (Pad/100)
17A	PD		Accountable Items Requisition from stamp Distribution Office
540	SH		Inquiry - Registered Article Notice
542	SE	10	Inquiry <b>about</b> a Registered Article or an Insured Parcel or an Ordinary Parcel (4-part-set)

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<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
565	SE	20	Registered Mail Application for Indemnity/Inquiry (four-part set)
673	SE	10	Report of Rifled Parcel (four-part set)
8 3 4	EA	4	Report to the Postmaster of Registered, C.O.D Business (Quarterly) (Postal card)
1079	SH		<b>Philatelic</b> Product Sales and Physical Inventory RECAP (Postal Finance & Supply Office) (PFSO)
1096	PD	20	Cash Receipt (Pad/100)
1412A	PD	2	Daily Financial Report (Pad/100)
<b>1412B</b>	PD	2	Daily Financial Report (Pad/100)
1509	SH		Sender's Application for Recall of Mail
1510	SE	50	Mail Loss/Rifling Report (three-part set)
1555	SH		Statement of Account (PFSO use only)
1567	SH	25	Requisition for Rubber and Steel Stamps Only
1572	SH	10	Inquiry About Receipt of International Mail
<b>1578B</b>	SE	25	Requisition for Nonstandard Facing Slips for Labels (three-part set).
1586	EA	100	Supply Record (card)
1590	SH	50	Supply and Equipment Receipt
1625	SH	100	Record of Entry - Registry Section or Distribution Units



<u>FORM</u> <u>NUMBER</u>	<u>UNIT OF</u> <u>ISSUE</u>	<u>PREPACK</u> <u>REQUIREMENT</u>	<u>DESCRIPTION</u>
1628	EA	25	Individual Key Record (card)
1957C	SH	25	Request for Military Tags
1957D	SH	25	Request for Military Labels
2150	SE		Notice for Prohibitory Order Against Sender of Pandering Advertisement in the Mails (three-part set) .
2201	SH		Application pursuant to listing 39 USC
2710	SE		Statement of Net Weight of the Airmail (four-part set).
2734B	SE		Air Transportation and Routing Adjustment (4-part-set)
2759	SE	25	Report of Irregular Handling of Mail (four-part set) .
2855	SH	25	Claim for Indemnity--International Registered and Insured Mail (three-part set).
2865	EA	50	Return Receipt for International Insured or Registered Mail (card)
2900	SE	25	U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record (nine-part set).
2911	EA		Return to Sender (card) (IEO use only)
2926	SH		Sender's Request for Recall or Change of Address of International Mail
2942A	SE	50	AV-7 Delivery List (seven-part set)
2943	PD		Special List (Pad/100) (IEO use only)

<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
2964	SE		Quarterly Account International Parcels Exchange (five-part set) (IEO use only)
2964A	SE		International Open Transit Parcels Exchanged (4-part-set)
2966A	EA	100	Parcel Post Customs Declaration (label)
2966B	SE	100	Parcel Post Customs Declaration and Dispatch Note (three-part-set)
2966E	EA	100	Parcel Post Customs Declaration (envelope)
2968	BK		Parcel Bill (book/75 sets, four page sets)
2968J	SE		Air Parcel Post-Foreign (four-part set) (IEO use only)
2970	SE		Letter Bill (two-part set) (IEO use only)
2971	SE		Bulletin of Verification (four-part set)
2976	SH	50	Customs - <b>Douane</b> Cl (Sheet/24)
2976A	SH	25	Customs Declaration (used with PS Form 2976)
2988	SE		Waybill (six-part set)
2990	SE		International Parcel Post Verification Note (CP-13) (five-part set)
2998	SE		Weight of International Airmail Received (seven-part set) (IEO use only)
3036	SH		Record of Stamp Stock Requisition (for PFSO use only)







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<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
3203	EA		Order for Printed Stamped Envelopes (card)
3220	SH		Claim for Stamped Envelope Discount
3294	SH	25	Cash and Stamp Stock Count and Summary (for PFSO use only)
3295	SH	50	Daily Record of Stamps, Stamped Paper, and <b>Nonpostal</b> Stamps on Hand
3368	EA	50	Stamp Credit Examination Record (card)
3369	PD		Stamp Credit Report (Pad/50)
3533	SH	5	Application and Voucher for Refund of Postage and Fees
3546	EA		Notice to Change Forwarding Order (card)
3547	EA		Notice to Mailer of Correction in Address (card)
3549	EA	200	Return of Undeliverable <b>2d-</b> and <b>3d-class</b> Mail Matter to Sender (label)
3569	EA	25	Postage Due Notice -- Military Mail (Card)
3575	EA		Change of Address Order (card)
3576	EA		Change of Address Card for Correspondence, Business and Publishers (card)
3579	EA	100	Undeliverable 2d, 3d, 4th or Controlled Circulation Matter (label)
360 1A	SH		Application for a Postage Meter License

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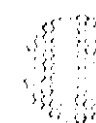
<u>FORM NUMBER</u> ,	<u>UNIT ISSUE</u>	<u>O F</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
3602	SH			Statement of Mailings with Permit Imprints
3602A	BK			Daily Record of Meter Register Readings (book/20)
3602P0	BK			Postage Collected Through Post Office Meter (three-part set) (order by letter from account- able postmaster)*
3603	BK			Receipt for Postage Meter Setting (book/100, three-part set) (order by letter from account- able <b>postmaster</b> )*
3604	SH			Nonuse of Mailing Permit/Meter License
3610	<b>SH</b>			Record of Postage Meter Settings
3612	SH			Official Mail Postage Meter Quarterly Report
3616	SH			Report of Quarterly Verification of Metered Mail
3635-G	SE			Adjusting Postage and Fee for Official Mail (three-part-set)
3701	EA			Delivery Survey (card)
3 7 0 2	SH			Test Record Mailing

\* New York: Postmaster, New York, Meter Control Section, Room 3110, JAF Bldg, New York, NY 10001;  
and San Francisco: Postmaster San Francisco, General Accounting Office, PO Box 886000,  
San Francisco, CA 94188-9998.

<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
3760	SH	10	Parcel Search Request
3800	EA	100	Receipt for Certified Mail (label)
3801	EA	200	Standing Delivery Order (Card)
3803	SH		Record of Registered Pouches, Sacks, and Jackets Received
3804	EA		Return Receipt for Merchandise (label)
3806	SE	300	Receipt for Registered Mail (two-part set)
3811	EA	100	Domestic Return Receipt (postal card)
3811A	EA	25	Request for Return Receipt (after mailing) (postal card)
3812	SE	50	Request for Payment of Domestic Postal Insurance/Claim Identification (three-part set)
3813	PD	5	Receipt for Domestic Insured Parcel (pad/200)
3813P	EA	300	Receipt for Insured Mail - Domestic/Insured (label)
3817	EA	25	Certification of Mailing (label)
3823	SE		Packaging Improvement Notice (two-part set)
3826	SH	10	Registry Irregularity Report
3827	SH	10	Irregularity Report of Insured and COD Mail

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<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
3829	SH		Registered Dispatch Follow-up
3830A	SE		Registry Dispatch Record (three-part set)
3831	SH	25	Receipt for Articles Damaged in the Mail
3849	EA	100	Delivery Notice/Reminder/Receipt
3849C	EA	100	Express Mail -- Notice of Attempted Delivery (card)
3854	BK	10	Manifold Registry Dispatch Book 30-Entry (book/300)
3857	SH		Assignment of Number Blocks for Registered, Insured, Certified, COD and Return Receipt for Merchandise Mail
3861A	SH		Numbered Loss Claim Filed by Mailer or Addressee
3862	SH		Damaged Claim Filed by Mailer
3863	SH		Damage Claim Filed by Addressee
3875	SH	200	Daily Balance - Registry Section
3877	BK	10	Firm Mailing Book for Registered, Insured, COD, Certified, Return Receipt for Merchandise, and and Express Mail (book/150)
3883	BK	10	Firm Delivery Book - Registered, Certified, and Numbered <b>Insured</b> Mail (book/200)
3892	SH	10	Registered Mail Found in Ordinary Mail





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<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
3907	EA		Mail pickup Notice (card)
3958	SH		Main Stock (or Unit Reserve Stock) Transaction Record
3962	EA		Letter Box Record - Hours of Collection (card)
3977	EA	10	Duplicate Key Envelope
4314C	SE		Consumer Service Card (four-part set)
4536	EA		Trailer Loading Record (tag)
4636	SH		Requisition for Postmarking Dies and Engraved Die Hubs
4707	EA		Out of Order (tag)
4805	SE		Work Record Sheet (four-part set)
4899	SE		Money Order Maintenance Test (three-part set)
4984	PD		Repair Parts Requisition (two-part set) (pad/50) (for use by major commanders only). (This form shall be ordered from the Repair Parts Center, WASC, using NSN 7540-00-000-0456).
5035	SH		Overweight Sack
5049	SH		Mail Found in Supposedly Empty Equipment
5690	PD		Express Mail Application for Indemnity (pad/50)
6019	SH	500	Military Post Office (MPO) Report of Money Order Business

<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
6055A	EA	2	Military Money Order Forms Requisition (MPO) (post card)
6401	EA	5	Domestic Money Order Inquiry (card)
6684	SH		Inquiry Concerning International Money Order Issued in the United States
7380	SH	100	Supply Center Requisition
7381	SH	10	Requisition for Service, Supplies, or Equipment

USPS LABELS

<u>LABEL NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
LABC	RO	1	All for <b>Multicoded</b> City (yellow)
LABD	RO	1	Five Digit ZIP Code (red) .
LABF	RO	1	All for Firm (blue)
LABS	RO	1	All for State (orange)
LAB 1	EA		Do Not Block Door
LAB3	RO	1	All for SCF (green)
LAB4	<b>PD</b>	3	U.S. Priority Mail (pad/50)
LAB5	EA		U.S. Mail Eagle (for letter box) (decal)
LAB 10	EA		CON-CON
<b>LAB11B</b>	EA		Express Mail Post Office to Addressee Service
LAB 19	EA	25	Par Avion, Air Mail. (sheet/80)
LAB21	PD	1	Officially Sealed (pad/250)
LAB22	EA	25	Dead Mail Matter
LAB24	EA		<b>Parcel</b> Post Package Liable to Customs
LAB33	EA		Warning - (Penalty for Damage to Mailboxes and Theft)
LAB38	EA		Precautions for Check Cashing
<b>LAB41</b>	<b>PD</b>		Penalty Open Return Address for U.S. Post Office (pad/100)

<u>LABEL NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
LAB41V	SH		Open-Corner Labels, USPS
LAB54	SH		Special Delivery (sheet/16)
LAB55	EA		Mail Collection Times
LAB55A	EA		Mail Collection Services
LAB57	SH		Express Special Delivery
LLU358	EA	5	Penalty, Postmaster, Attn: Accountable Section
LAB63	EA		Express Mail Outside Shipment
LAB69A	EA		Currency Strap, \$50
LAB69B	EA		Currency Strap, \$100
LAB69C	EA		Currency Strap, \$200
LAB69D	EA		Currency Strap, \$250
LAB69E	EA		Currency Strap, \$300
LAB69F	EA		Currency Strap, \$500
LAB69G	EA		Currency Strap, \$1,000
LAB69H	EA		Currency Strap, \$2,000
LAB83	EA		Express Mail
LAB84	EA		U.S. Mail Emblem (Decal)
LAB86	EA		Express Mail Military Service



<u>LABEL NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE OF DESCRIPTION</u>
LAB87	EA	5	Registered Outside
LAB97	PD	1	Rifled Parcel Label (pad/25)
LAB100	SH		Nonstandard Surcharge (1000)
LAB106	SH	1°	Priority Mail (gummed sheet 33)
LAB107	PD	1°	Priority Mail
LAB136B	PD		U.S. Mail: Destination (pressure sensitive white)
LAB136E	PD		U.S. Mail: Destination (red) (Registered Mail)
LAB176	EA		Express Mail -- Military Service (self-adhesive)
LAB200A	RO		Registered Mail Label (100 ea)
LAB200B	RO		Registered Mail 500 ea)

<u>NOTICE NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>USPS NOTICES TITLE AND DESCRIPTION</u>
NOT3A	EA		Letter Size Mail Dimensional Standards Template
NOT7	EA		Express Mail Insurance Brochure
NOT 18	EA		How to Order Printed Stamped Envelopes
NOT36	EA		Labeling Bundled Mail (Service Standards) (colored coded) (card)
NOT39	<b>EA</b>		U.S. Mail (card) (for vehicle display)
NOT59	EA		Domestic Postage Rates, Fees, and Information (10 pages, folded) (Brochure)
NOT71	EA		Bombs by Mail (4pg. Brochure)
NOT107	EA		Hazardous Materials! (4pg. Brochure)
NOT125	EA		Metered Better, Treated Better
NOT130	EA		Warning of Illegal Drugs (poster)

USPS OFFICE SUPPLIES

<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
08	SH	50	Paper, paraffin coated, for interleaving sheets of postage stamps in high humidity areas
013	<b>PD</b>		Routing Slip, 100 sheets per pad
026B	<b>SP</b>		Labels, blank, perforated, $\frac{1}{2}$ inch by $2\frac{1}{2}$ inches, 20 labels to strip



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<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
029C	DZ		Tape, gummed, for post office postage meters, for Pitney Bowes Model R and Friden Model 9222
029D ,	DZ		Tape, gummed, for post office postage meters, for Pitney Bowes Model 5409
030B	RO	5	Tape, gummed, kraft paper sealing tape 2 1/2 (requires moistening), 600-foot roll, 2-inches wide, medium duty
032D	RO		Computing Tape for MOS and Unisys IRT
033	RO		Tape, white, two-ply, adding machine, 2 5/16-inches wide, double sheet, 112-foot roll
041A	HD		Paper, carbon, black, heavyweight, for pencil use, 3½ inches by 6¼ inches
041B	ml		-- 3½ inches by 12½ inches
041C	HD		-- 3 3/4 inches by 14 inches
041D	I-ID		-- 3 3/4 inches by 10 inches
041F	HD		-- 5 inches by 10 inches
041H	HD		-- 6 inches by 8 inches
041U	HD		-- 8½ inches by 11 inches
053A	EA		Closures, corrugated for blocking lock boxes, for Number 1 box (4 1/8 inches by 5½ inches)
053B	EA		-- for NR 2 box (5 7/8 inches by 6 3/4 inches)

<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
053C	EA		-- for NR 3 box (11 3/8 inches by 6 3/4 inches)
054A	EA		Seat, replacement, for adjustable platform stool, consists of plywood base, cushion, and cover.
054B	EA		Cover, replacement, for adjustable platform stool set (Item 054A)
079A	EA		Case, headers , manila cards, 4 inches by 10½ inches
079C	EA		-- 4 inches by 11½ inches
0150B	EA	100	Tags, shipping penalty, manila
0152	EA		Tags, blank with strings, manila 2 3/8 by 4 3/4
0153	EA		Tags, red fly, for use by International Airmail Exchange Offices on mail sacks containing registers (IEO use only)
0212	CN		Ink, waterproof, black, for making letterbox timecards (2-02 can)
0213	CN		Ink, red, for postage meter machines (1 pint can)
0214B	EA		Rollers, felt, ink, for Pitney Bowes postage meter machines, Universal Model JP
0214C	EA		-- Universal, Model RG - upper
0214D	EA		-- Universal, Model RG - lower

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<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
0214F	EA		-- Model 5409 - upper
0214G	EA		-- Model 5409 - lower
0292E	EA	24	Pen, ballpoint, assembly, with 24-inch chain, for use on lobby desks only
0317C	EA	2	Knife, ring <b>type</b> , for cutting twine, size 9, 3/4-in. diameter
0349A	EA	2	Caps, plastic spout, for use on 4- and 8-oz cans of ink
0370A	EA	2	Pads, blocks, synthetic rubber with oil' resistant surface, used as cushions when post- marking letters (12 inches by 16 inches by 3/8 inches )
0385E	BX		Rubber bands, %-pound box, NR 64 (NSN: 7510-00-243-3435)
039 1K	EA		Binder, National Zip Code Directory
0421A	EA		Tapeline, graduated to 1/8 inch by 9 feet, for measuring parcel post
0427	EA		Holders, twine, for 1/2-pound balls
0429	EA		Cup, glass, desk use for pins, clips, sponge, etc.
0430	EA		Sponge, for sponge cup
0550H	EA		Handle, rubber postmarking and canceling stamps
0570H	EA		Handle, rubber registry <b>canceller</b> , for use with Item 0681, black

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<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
0570R	EA	2	Handle, rubber dating stamp, for use with Item 570, red
0592	EA	1	Stamp, rubber, band type, revolving line dater, month, day, and year sequence, size 1 1/2
0595	EA	1	Stamp, rubber, revolving, numbering, 6-band
0624	EA		Holder, label, self-adhesive, transparent, 3/8 inch by 1 1/2 inch
0635	SE	2	Rubber type, pica, in sets for days, months, and 6 consecutive years, with tweezers
0642	EA	2	Rubber type, pica, for year only: NOTE: order for current year only
0660B	BT	3	Ink, red, for rubber stamp pads, 8-ounce container
0671	EA	2	Ink Pad
0672	EA	2	Ink Pad
0675B	EA	2	Strip-style, holds 9 stamps, 12 in. long
0788F	CN		Ink, black, canceling for rubber and steel postmarking stamps and dies, 8-ounces container
0813R	BX		Seals, airmail, plastic, 1000 per box
0815	BD		Seals, lead, with cord attached dispatch of foreign mail, 50 per bundle
0816A	BX		-- 3/8 inch by 2 3/8 inches, 1000 per box
0816B	BX		-- 3/8 inch by 4 1/2 inches, 1000 per box

<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
0817A	BX	1	Seals, car doors, tin or electrogalvanized, numbered, 1000 per box
0817C	BX	1	Seals, tin band, numbered, for registered mail and airmail, 1000 per box
0853	EA	1	Scale, 4-pound capacity
0858	EA	1	Scale, letter, 16-ounce capacity, graduated by $\frac{1}{2}$ ounce
0904	EA		Cover, postage meter
0905A	EA		Dispenser, tape, counter or tabletop type, with moistener for Kraft paper tape
0911A	EA		Boxes, cash with lock and keys, small size (12 inches by 10 inches by 3 inches)
0911B	EA		-- Large size ( $14\frac{1}{2}$ inches by $10\frac{1}{2}$ inches by $5\frac{3}{4}$ inches)
0911M	EA		Lock, replacement, with keys for cash and stamp boxes having cylinder cam-type locks
0915B	PG	50	HOLDERS, label, brass, 25 per pkg., 9/16 X 2 7/8 in. O.D.
0926A	EA	1	Pliers, diagonal cutting for wire and steel strapping
0928	SL		Strapping, non-metallic, 5/8 inches
0929	EA		Buckle, non-metallic strapping, one piece
0936	EA		Castors, swivel, with 3/4 inch pipe thread tapped in mounting socket, for pouch and sack racks (four to a set)

<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
01026A	EA		Casters, composition wheels, rigid, used on hamper - Item 01033
01026B I	EA		-- swivel, used on hampers (Items 01033 and 01046)
01026C ,	EA		-- rigid, used on hamper (Item 01046)
01030	EA		Basket, canvas, 30 inches by 19 inches by 17 inches deep, 4-bushel capacity, without casters
010331	EA		Insert, for Item 01033, with rope lacing
01033L	EA		Lacing, basket, for Item 01033
01036	EA		Marker, identification,. plastic
01037A	EA		Divider, case, plastic, letter size
01037B	EA		Divider, case, plastic, flat size
o1046E	EA		Extension, canvas, hamper, basket for Item 01046
010461	EA		Insert, for Item 01046, canvas basket
o1046L	EA		Lacing, basket, for Item 01046
o1046R	EA		Sleeve, rim repair, for canvas basket frame
"01075A	EA		Insert, canvas, replacement for utility cart (Item 1075)
01092A	EA		Box, corrugated, 16½ x 11 x 10
01092B	EA		Box, corrugated, 17.8 x 14.8 x 8.8





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<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
01093	EA		Container, Express Mail, 12½ x 16
01094	EA		Container, Express Mail, (tube)
01150	BA		Twine, one-ply, \$-pound balls, for tieing letter mail (when there are no rubber bands)
01151	BA		Twine, large, soft, 1-pound ball for rewrapping parcels
01153	BA		Twine, unfinished, 1-pound ball for typing flats
01157	CE		Twine, cotton, white, wrapping, for two-wrap twine typing machine, 5 pounds to cone
01248A	RO		Film, plastic, flexible, polyvinyl (chloride parcel rewrap) (15x25)
01508	EA		Container, corrugated, 11 x 11 x 4 (for shipping sheets of stamps)
07100	EA		Holder, Rack for 3 3/8 inches by 1 7/8 inches "in" label
09930	EA		Label holder with thumb slit, used for tray mail
D1149	EA		Container, for rubber bands
D1175D	EA		Card, time for letter boxes (3 3/4 inches by 5 ½ inches), plastic
D1176A	EA		Frame, timecard, for use with Item D1175D
D1178B	EA		Covers, plastic, for use with Items D1175D and D1176A

<u>ITEM NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
D1189B	EA		Parts, repair, for street letter boxes, door stop angle iron
D1190	EA		Kit, conversion for converting arrow lock type street collection box to HASP-staple type box
D1218	EA	1	Key Ring

#### SHIPPING CONTAINERS FOR STAMPS

Shipping containers (boxes) for stamps shall be ordered by letter or message from the serving JMPA. Containers shall be ordered when needed. Only established PFOS shall order containers.

<u>ITEM</u>	<u>UNIT OF ISSUE</u>	<u>TITLE AND DESCRIPTION</u>
01092A	EA	Box, shipping, 16½" x 11" x 10"
01508	BD	Box, shipping, 11" x 11" x 4"
01091B	EA	Box, shipping, 17" x 13½" x 12"

#### USPS POSTERS

<u>POSTER NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE</u>
POS2A	EA		Christmas Mail Early (11 x 14)
POS31B	EA		Mail Problem (counter easel with pocket for cards)
POS51	EA	2	International Postage Rates and Fees
POS74	EA		Packaging Pointers



POS89	EA	How to Prepare Presort First-Class Mail
POS103	EA	Postage Rates, Fees, and Information
POS107	EA	How to Make Up First-Class Carrier Route Mailings
POS113-A	EA	Examine Empty Sacks and Pouches (11 x 14)
POS113-B	EA	Examine Empty Sacks and Pouches (21 x 28)
POS114-A	EA	Identify Defective Sacks and Pouches (11 x 14)
POS114-B	EA	Identify Defective Sacks and Pouches/Labeling (21 x 28)
POS115-A	EA	Packing Empty Equipment (15 x 21)
POS115-B	EA	Packing Empty Equipment/Packing Empty Plastic Mailbags (36 x 24)
POS200	EA	Mailing Something of Value? (11 x 17)
POS521	EA	A Guide for Mail Bomb Security (17 x 22)

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USPS PUBLICATIONS

<u>PUBLICATION NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE</u>
PUB2*			How to Pack and Wrap Parcels for Mailing
PUB4*			Importing Animal and Plant Products Through Overseas Military Post Offices
PUB6*			Radioactive Materials
PUB 14'			Plant Quarantines
PUB 19*			Mailers Guide

<u>PUBLICATION NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE</u>
PUB25*			A Guide to Business Mail Preparation
PUB32*			Glossary of Postal Terms
PUB5 1*			International Postage Rates and Fees
PUB52*			Acceptance of Hazardous, Restricted or Perishable Matter
PUB61*			Information Guide on Presorted First-Class Mail
PUB62*			Modern Mailroom Practices
PUB65A*			National ZIP Code and Post Office Directory (for MPO use only)
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* Reference (b)			
PUB115*			Business Reply Mail, Regulation, Applications - Annual Reports
PUB1 22"			Customer Guide to Filing Indemnity Claims on Domestic Mail
PUB226*			You are a Parcel
PUB227*			Packaging Pointers
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* Reference (b)			



USPS SCALE CHARTS

USPS SCALE  
CHART NUMBER

DESCRIPTION OF SCALES

0804	4-pound Fan, Triner 804
0854C	Chart, Rate for 100-pound beam scale
0857C	70-pound Automatic Indicating, Triner Peerless
0857D	70-pound Automatic Indicating, Triner Imperial
0857E	70-pound Chatillon, with counter-sunk screw holes on scale chart
0857F	70-pound Chatillon, with flat screw holes scale chart
0857DF	70-pound Triner, double face, Model 1870X FB Scale

USPS SCALE  
CHART NUMBER

DESCRIPTION OF SCALES

0857LR	70-pound Automatic Indicating, Triner, Model 1870X, reads left to right
0857RL	70-pound Automatic Indicating, Triner, Model 1870RL, reads right to left
0859AA	20-ounce Triner
0859BB	20-ounce Triner
0859CC	20-ounce Triner
0859E	20-ounce Fan, Pennsylvania, Model PS-120
0860B	70-pound, Cylinder Type, Triner Challenger 970

0861B 70-pound Automatic Indicating, cylinder-drum type  
0869SS 70-pound Drum, for SSPCS

USPS SIGNS

<u>SIGN NUMBER,</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
SGN100'	EA		Directional Arrow (2 3/8 inches by 2 3/8 inches )
SGN101	EA	5	Stamps (12 inches by 2½ inches)
SGN104'	EA	5	Parcel Post (12 inches by 2½ inches)
SGN105	EA		Express Mail Acceptance Office

USPS RUBBER STAMPS

Stamps are listed alphabetically to aid in identification; however, when ordering stamps, list them in numerical order on PS Form 7380.

<u>STAMP NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
R1	EA	1	RETURN TO SENDER - REASON CHECKED UNCLAIMED _____ REFUSED _____ ATTEMPTED, NOT KNOWN _____ INSUFFICIENT ADDRESS _____ NO SUCH STREET _____ NUMBER _____ NO SUCH OFFICE IN STATE _____ DO NOT REMAIL IN THIS ENVELOPE _____ - HAND INDEX -
R4	EA		POSTAGE DUE _____ CENTS
R5	EA		-----MOVED, LEFT NO ADDRESS ----- NO SUCH NUMBER ----- MOVED, NOT FORWARDABLE ----- ATTEMPTED, NOT KNOWN



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<u>STAMP NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
R9	EA		-----Form 3579
R14	EA		----- Postage Due VACANT
R 1 7	EA	1	RETURN FOR POSTAGE
R18	EA	1	RETURN FOR BETTER ADDRESS
R24	EA		SECOND NOTICE, NO REPLY TO FIRST NOTICE MAILED _____
R27	EA		TO AVOID DELAY IN DELIVERY, ADVISE YOUR CORRESPONDENTS OF YOUR COMPLETE MILITARY ADDRESS SHOWING UNIT .
R32	EA		RECEIVED UNSEALED AT _____
R34	EA	1	RECEIVED WITHOUT CONTENTS AT _____
R36	EA	1	TO AVOID DELAY IN DELIVERY OF YOUR MAIL, PLEASE OBTAIN A FORM FROM THE POST OFFICE FOR NOTIFY- ING CORRESPONDENTS AND PUBLISHERS OF YOUR COR- RECT ADDRESS
R39	EA	1	RECEIVED IN BAD CONDITION AT _____
R41	EA	1	FOUND IN SUPPOSEDLY EMPTY EQUIPMENT
R42	EA	1	RECEIVED IN DAMAGED CONDITION
R5 0	EA	1	CHANGE OF ADDRESS DUE TO OFFICIAL ORDERS
R53	EA		RETURN TO SENDER (hand index)
R54	EA	1	RETURN TO SENDER (hand index) POSTAGE DUE \$ _____
R58	EA		NON-MACHINABLE

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<u>STAMP NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
R59	EA	1	INSUFFICIENT ADDRESS
R63	EA		UNCLAIMED
R81	EA	1	SPECIAL HANDLING (small type)
R84	EA	1	SPECIAL DELIVERY (large type)
R85	EA	1	SPECIAL DELIVERY (small type)
R87	EA	1	AIRMAIL SPECIAL DELIVERY
R94	EA	1	Registered No. (within border)
R95	EA	1	INSURED (Inside oval border)
R97	EA	1	RETURN RECEIPT REQUESTED
R98	EA	1	RETURN RECEIPT REQUESTED SHOWING ADDRESS WHERE DELIVERED
R103	EA	1	FRAGILE
R105	EA		PERISHABLE
R112	EA	1	FIRST CLASS
R113	EA	1	SECOND CLASS
R114	EA	1	THIRD CLASS
R115	EA	1	FOURTH CLASS
R129	EA	1	OUTSIDE MAIL
R139	EA	1	DUPLICATE



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<u>STAMP NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
R169	EA	1	NOTIFIED
R222	EA		DAMAGED IN HANDLING IN THE POST OFFICE
R225	EA		AUTHORIZED TIME FOR FORWARDING HAS EXPIRED , PLEASE ADVISE YOUR CORRESPONDENTS OF YOUR NEW ADDRESS
R230	EA	1	RETURN FOR _____ ADDITIONAL POSTAGE , WHEN REMAILING , CROSS OUT THIS NOTICE OR PASTE STAMPS OVER IT.
R233	EA	1	AIRMAIL
R238	EA		SPOILED
R246	EA	1	SMALL PACKET
R283	EA		VOIDED
R284	EA	1	INSURED VALUE \$ _____ US . _____ DOLLARS AND _____ CENTS _____ GOLD FRANCS
R285	EA	1	FIRST CLASS MAIL ENCLOSED
R288	EA		FINAL NOTICE
R291	EA	1	NAME _____ 1ST NOTICE _____ 2ND NOTICE _____ RETURN _____
R292	EA	1	SPECIAL HANDLING (large type)
R300	EA	1	SAM

<u>STAMP NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
R301	EA	1	PAL
R302	EA		NOT DELIVERABLE AS ADDRESSED-UNABLE TO FORWARD
R303	EA		RESTRICTED DELIVERY
			USPS TAGS

<u>TAGE NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>DESCRIPTION</u>
TAG1	EA		Con-Con
TAG2	EA	25	Air Parcel Post
TAG3	EA	25	Parcel Post, Special Delivery
TAG4	EA	25	Special Handling, Parcel post
TAG6	EA	50	First-Class Mail, Do Not Delay
TAG 10	EA	100	Supposed Liable to Customs Duty



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<u>STAMP NUMBER</u>	<u>UNIT OF ISSUE</u>	<u>PREPACK REQUIREMENT</u>	<u>TITLE AND DESCRIPTION</u>
TAG14	EA		All for Firm on Sack
TAG16	EA	100	S A M
TAG17	EA		MOM
TAG18	EA	100	PAL
TAG116	EA		Air Mail, Par Avion (white)
TAG116BL	EA		Air Mail, Par Avion (blue)
TAG116Y	EA		Air Mail, Par Avion (yellow)
TAG117	EA		Sacs Vides, Green
TAG135B	EA		U.S. Mail, white (ordinary mail)
TAG135E	EA		U.S. Mail, white and red (registered mail)
TAG144	EA		U.S. Armed Forces Mail
TAG176	EA		Express Mail Military Service

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